

Receiver

Zaber Technologies (www.zaber.com) is looking for a Receiver.

This is a full-time position with flexible hours. The Receiver will work with the Production and R&D teams as well as other staff. The ideal candidate will have a flair for organizing, be comfortable multitasking, and learn to evaluate the current and projected needs of Production in order to prioritize their work and self-manage. The successful candidate will take ownership of the role, creating and maintaining new processes, and build the position.

Desired Qualities

- Cheerful attitude, a good sense of humour, and the willingness to learn
- Excellent attention to detail, strong organizational skills, and the ability to self-manage
- Comfortable using MS Office programs or equivalent, including Excel or other spreadsheet programs
- Excellent verbal communication skills, including listening skills
- Strong sense of commitment and integrity
- Ability to lift 25 kg

In addition to the desired qualities, experience in the following areas is an asset:

- Quality control and experience using precision measurement tools
- Working with an enterprise resource planning (ERP) system
- Working in an electronics manufacturing/receiving environment

Responsibilities

Receiving

- Unload trucks using safe lifting techniques, handcarts, and pump jacks
- Inspection of incoming parts for critical measurement and cosmetic defects
- Enter data into ERP system

Inventory

- Shelf parts and adhere to our inventory system
- Assist in cycle counting as necessary
- Label inventory and maintain Zaber's standards of organization
- Simple assembly and labeling of accessories and cables

Online Purchasing

- Assist Purchaser by completing online purchasing requests for employees through our ERP system and Google Sheets

About Us

Zaber Technologies is an established and steadily growing employee-owned company that designs, manufactures, and sells precision motion control equipment for high-tech markets around the world.

We strive to create an open, friendly, and high-achieving work environment. Our staff are progressive, enthusiastic individuals whose hobbies and interests are reflected in the work we do. Some aspects of Zaber that our employees especially enjoy include the people, the sense of community, flexible hours, level of employee engagement, employee-organized group activities and opportunities to learn. Most of us cycle, bus, or carpool to work and put in extra effort to make sustainable choices. Last, but not least, our office has several friendly dogs.

See what Zaberians are writing on Glassdoor: <http://tinyurl.com/zaber-at-glassdoor>

How to Apply

Email a cover letter with attached resume to careers@zaber.com by Tuesday, August 30, 2016.

As the subject of your email, use "Application for Receiver position from <your name>". In your cover letter, please indicate how you heard about the job posting and tell us about why receiving is important to a company.

If you are viewing this posting on a website other than Zaber's, you may want to visit www.zaber.com/careers to confirm that it's still open. You may also see other postings there that are of interest.

We are interested in direct applications only. No recruiters please.